

NENE VALLEY PRIMARY SCHOOL GOVERNING BODY

SCHOOL VISITS FOR GOVERNORS POLICY

Governors are required to monitor and evaluate the progress that the school is making towards the priorities and targets set out in the school development plan. Much of this monitoring will be done through the Headteacher and other members of staff reporting to the Governing Body and its committees. However, it is also good practice for governors to visit the school during the day to see at first hand the impact of their policies and plans on the school's performance. A carefully planned visit by a governor can generate evidence that will inform decision-making by the whole Governing Body or its committees. It is essential that governors and staff are clear about the reasons for such visits and have agreed the way in which they will be conducted.

Visits are not about making judgements on the quality of teaching; that is the Headteacher's responsibility. Nor are they about checking on the progress of individual children or pursuing personal agendas.

The Governing Body

The Governing Body will, with the help of the Headteacher and staff, organise a schedule of visits throughout the year. The aim will be to achieve a minimum of one visit per governor per year. Visits may be conducted in pairs. The Headteacher will guide the Governing Body on the areas of the curriculum, policies and Development Plan for School Improvement priorities and targets to be covered each term.

The Headteacher and Chair of Governors will identify aspects of the school's work to focus on for the schedule of visits. The aim will be for individual governors conducting visits to get to know an aspect of the school really well, increasing their confidence and knowledge.

Governors

When organising and conducting a visit, governors will be courteous and considerate, at all times respecting the professional roles of the Headteacher and staff. Working to the annual schedule, they will confirm with the Headteacher the date, timing and focus of each visit at least one week in advance. This will include agreeing what will be observed and to whom it would be useful to talk. If time permits they will discuss the proposed agenda with any staff involved. They will prepare by reading relevant documentation/guidance. Please use the following; Governor Visit Monitoring Sheet (Appendices 1 & 2)

At the end of each visit, the governor(s) will discuss what they have observed with the teacher and clarify any points they are uncertain about. (They should not ask questions whilst the teacher is engaged in teaching). They will discuss their observations with the Headteacher and agree how and when they will report to the Governing Body.

Teachers and support staff

Teachers and support staff will at all times be courteous and considerate, recognising the contribution made by the Governing Body to the school. Whenever practicable they will invite their link/curriculum governors to relevant staff meetings and training sessions.

Monitoring and evaluation

Governors' visits will be a regular agenda item at meetings of the Full Governing Body. Each academic year the chair of governors review the minutes of meetings when reports of visits were discussed in order for the Governing Body to judge the extent to which the information gathered informed the whole Governing Body's understanding of the progress made towards meeting priorities and targets. Teacher governors will feed back from colleagues. They will be asked to identify what worked well and what if anything needs to be reconsidered. They will also be asked to describe the extent to which their understanding of the Governing Body's role has been enhanced.

Reviewed: ***20.10.08***

Next review: ***Autumn 2011***

GOVERNOR VISIT MONITORING SHEET



Governor:

Date:

Focus of Visit:

Discussed with HT yes/no

PURPOSE OF VISIT (PREVIOUSLY AGREED BY THE GOVERNING BODY WITH THE HEADTEACHER).

LINKS WITH DEVELOPMENT PLAN FOR SCHOOL IMPROVEMENT.

OBSERVATIONS AND COMMENTS ON THE VISIT.

ANY KEY ISSUES ARISING FOR THE GOVERNING BODY.

COMMENTS FROM RELEVANT KEY STAFF. (E.G. LITERACY LEADER, SENCO)

COMMENTS FROM HEADTEACHER.

ACTION FOLLOWING GOVERNING BODY MEETING

GOVERNOR VISIT MONITORING SHEET



Governor:

Date:

Focus of Visit:

Discussed with HT yes/no

THE TEACHER

Prompts	Comments
<ul style="list-style-type: none"> • Gave clear and precise instructions. • Was calm and confident • Used appropriate discipline to manage the class • Acknowledged and praised achievement • Used open ended questions for development (if appropriate) 	

THE CHILDREN

Prompts	Comments
<ul style="list-style-type: none"> • Were on task and purposeful • Had appropriately differentiated tasks • Were motivated • Were organised • Showed evidence of progression from previous session 	

THE CLASSROOM

Prompts	Comments
<ul style="list-style-type: none"> • Was stimulating • Was purposeful • Was well organised • Showed evidence of the children's work • Offered opportunities for interactive learning • Showed evidence of literacy and Numeracy • Showed evidence of a variety of curricular subjects 	

Interested in...	Think about...	Talk to...